

PLANNING A TRAINING PROGRAM

Handout 1

On 20 Jan, Major Foster, Deputy Commander for Cadets, assigned C/Capt Sharp the task of planning meetings and activities for the three months of 1 March through 31 May. The following goals and sub-tasks were given along with only a few "ground rules." The guidance from Major Foster was as follows:

The plan for the first month must be 100 percent firm four weeks in advance. The second month (April) must be about 60 percent firm and the month of May at least 30 percent firm, both by the first of March.

31 March is the last date for new cadets to join and expect to attend summer encampment. (Reason: they need to learn drill, customs and courtesies, be properly uniformed, and be in good physical condition.)

Plan extra training sessions for the cadets who recently joined. Major Foster added the following guidance: new cadets need to accomplish Achievement 1, the Leadership portion of Achievement 2, be well versed on CAP history and on customs and courtesies, the display and care of the flag, the abuse prevention program, know the wing organization and recognize key people in responsible positions of leadership. They need to have tutoring and verbal tests on the material to help their recall and proficiency. The goal is for them to do well at encampments. Help them accomplish that, and they will have fun and stay with the program. If they go to an encampment unprepared, you can expect them to be miserable and probably quit with ill feeling toward CAP.

Plan for two trips to Elsewhere AFB, to complete the uniforming of new cadets. Extra uniforms can be loaned from the squadron supply system. Use hand receipts for return of uniforms after the encampment.

Make sure you include the key cadet officers and NCOs in planning the details of the blocks of time for cadet training for the development of the cadet NCOs.

Be sure that all your flight members have the tutoring and testing opportunities to advance at least one grade by the end of May.

Hold two aerospace education activities during the three months.

Hold one moral leadership session per month.

Have Physical Fitness testing available at least once a month. Have at least one orientation flight opportunity for each cadet.

Major Foster concluded with one final comment for Cadet Sharp. "Please realize you must act as an adult to accomplish this demanding job. Feel free to ask me for help, but be prepared to follow through on the advice I give. Do the tasks and sub-tasks because all of them are important. Finally, this is an excellent opportunity for you to learn that it only takes a little procrastination to cause you much embarrassment."

Cadet Sharp referred to the Weekly Meeting Schedule in *Leadership: 2000 and Beyond*, Volume II, Chapter 6. Cadet Sharp then began fitting each event in an 8-week cycle, using the following procedure as a guide:

- ❑ Establish short time blocks to identify the training needs of all cadets.
- ❑ Identify blocks of time for program requirements for Moral Leadership, testing, and Physical Fitness testing.
- ❑ Decide lengths of time needed to: travel to and from Elsewhere AFB: (1/2 hour one way), travel to Tech State Jr. College Field House (50 minutes) for the AE activity. Tailor and prepare uniforms. Allow 1 week to order and receive items from the CAP Bookstore. For nametags allow 2 weeks.
- ❑ Decide lengths of time to study and pass Leadership Lab tests I and II.
- ❑ Decide length of time to pass Aerospace Education in Achievement 2.
- ❑ Allow for Physical Fitness testing twice a month.
- ❑ Select four weekends (one as a backup in bad weather) for orientation flights.

Insights and Helpful Hints

- ❑ Delegate instructing to NCOs and evaluate both the instruction and the learners.
- ❑ This one part of testing that can be done by cadets. Be strict but fair. Pre-test cadets in your flight to be certain they are ready. Have another cadet officer test them.
- ❑ Be certain to schedule time to observe practices on a no-notice basis.
- ❑ Brief your eligible cadets on Color Guard. Establish a training schedule and get it approved by the Deputy Commander for Cadets. Post it on the squadron bulletin board.
- ❑ Provide equal time for practice for Color Guard. Later, observe the practice personally.
- ❑ Allow a half-hour every other meeting to prepare for encampment, starting about six weeks before encampment.

- ❑ Personal observation is the best way to evaluate. Teach your NCOs to become good observers.
- ❑ A regular schedule is the only way to make things consistent, predictable, and dependable. You cannot cram for a mile run!
- ❑ Make use of CAP publications and senior members.
- ❑ Checklists help in many ways. They are a good "road map."
- ❑ Learn your wing and region policies for selecting cadets for special activities, scholarships, and awards.